



BUILDING FACADE IMPROVEMENT PROGRAM

SAN BRUNO REDEVELOPMENT AGENCY

Note: Facade Improvement projects require varying degrees of review and permitting. At a minimum, projects will require review by the Architectural Review Committee and issuance of building and encroachment permits. Other permits may also be necessary.

Step 1. Application

- Applicant submits Facade Improvement Program Application Form (Form 1) to the Community Development Department with \$100 application fee. This fee covers architectural review permit application fee, however, applicant is responsible for paying all other fees.
- Staff determines whether project is in eligible area and meets program objectives.
- If the applicant is not the property owner, applicant must also provide either: (a) a lease indicating the lessee's authority to renovate and repair the property, or (b) a Property Owner's Authorization Form (Form 2) signed by the owner.

Step 2. Required Plans and Staff Review

- Applicant submits preliminary plans, elevations, material and color samples, awning designs, signage plan and preliminary project cost estimate for review by staff.
- Staff determines level of City review necessary for approval and the materials required to be submitted in conjunction with this review.
- Applicant and staff meet to discuss plans, designs, materials, colors, and cost estimate.
- Applicant submits final plans (six sets) and specifications and pays other planning and building fees as necessary.

Step 3. Approvals

- Architectural Review Committee reviews Facade Program design and approves Architectural Review Permit with conditions if appropriate.
- If required, Planning Commission reviews and approves other planning applications.
- Building reviews and approves construction plans and issues required building and encroachment permits.
- Public Works and Fire Marshall review and approves plans for conformance with appropriate regulations.

Step 4. Conditional Grant Agreement

- Applicant completes Conditional Grant Agreement Between Agency and Applicant (Form 3), setting forth the terms and conditions of the grant, including the maximum grant amount.
- Applicant agrees to complete improvements within 180 days from the date of the agreement.
- Staff must approve all change orders, in order to maintain the validity of the grant agreement.

Step 5. Job Completion

- Final inspections for compliance with the approved final plans, approvals, conditions and any approved change orders.



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- Project architect or contractor certifies that the completed work is in substantial compliance with the approved plans and approvals by executing the Project Architect's Certification of Compliance (Form 5).

Step 6. Grant Disbursement

- Applicant submits Reimbursement Request (Form 4) to Community Development Department requesting disbursement of grant funds, including all materials specified in Section V of the Program Guidelines and the agreement.
- If all conditions of the agreement have been met, applicant will receive grant to within 30 days of the Agency's receipt of complete documentation